

THE CONNECTION

A QUARTERLY PUBLICATION FROM THE ACCOUNTING DIVISION OF WASHINGTON STATE'S OFFICE OF FINANCIAL MANAGEMENT

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If you have questions or comments on any information contained in *The Connection*, please contact Debbie Hoxit at (360) 664-7767 or email: debbie.hoxit@ofm.wa.gov

Projecting into the Future!

The BASS Team has been busily working on the next new product, the Salary Projection System (SPS). The new system will replace the current Budget Preparation System 1 (BPS1) for projecting and analyzing FTEs, salaries, and benefits as well as electronic submittal of salary information for the B6 process.

This project started last December when BPS1 users and budget personnel came together to discuss their needs in a new system. Customer requirements were defined in March 2001, at which point the BASS Team went to work on data and user interface design.

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Statewide Data Coordination Initiative

In March 2001, representatives from state and local governments signed a Statement of Intent to develop a strategic vision and short-term action plan for statewide data coordination. They adopted the strategic vision and short-term action plan for the Statewide Data Coordination Initiative in July 2001. The Initiative envisions a central resource that helps state and local governments collaboratively transform data into relevant and seamless statewide information, resulting in better information for decisions.

The goals of Statewide Data Coordination Initiative are to:

- Improve ability to respond to emerging information needs
- Improve data consistency and timeliness
- Demonstrate governmental accountability
- Enhance understanding of government spending and services
- Increase efficiencies by reducing duplication in data collection and reporting methods

The Statewide Data Coordination Consortium, the coordinating body of the Statewide Data Coordination Initiative, will act as a central resource to support new and existing data coordination initiatives. The Consortium will include representatives from: Office of Financial Management, Department of Information Services, State Auditor's Office, Legislative Evaluation and Accountability Program, Association of Washington Cities, Washington State Association of Counties, Washington Association of County Officials, and Washington State Finance Officers Association. Other representatives may be included.

For more information on the Statewide Data Coordination Initiative, please contact Sadie Rodriguez-Hawkins at Sadie.Hawkins@ofm.wa.gov / (360) 664-7650.





*Sadie Rodriguez-Hawkins
Assistant Director, OFM Accounting*

Congratulations

To our CAFR Team!

For the 14th consecutive year, Washington State has received the Government Finance Officers Association (GFOA) Certificate of Achievement Award for Excellence in Financial Reporting.

This award recognizes the stellar financial reporting in our state's Comprehensive Annual Financial Report (CAFR), which includes financial statements, statistical data, economic outlook, and Governor Locke's goals for the fiscal year. The CAFR is prepared annually by our CAFR team in collaboration with agencies and higher education institutions.

The GFOA award demonstrates their efforts in working together to maintain our financial reporting data.

View the FY 2000 CAFR at www.ofm.wa.gov/cafr/2000/cafr00toc.htm

Comments from the Assistant Director

Sadie Rodriguez-Hawkins

Current events have shattered our sense of normalcy and have moved us from a spirit of complacency to one of action. More than anything, current events have demonstrated the spirit of solidarity in the people of our nation. We are *ONE*.

This same spirit of solidarity is critical in our workplace – Washington State Government. As state employees, we need to work as one and set aside the differences that keep us apart. We cannot do it alone, we need leaders in state government to take the initial steps.

At the Office of Financial Management (OFM), these initial steps came in the form of a weeklong training session for all OFM employees. Our leaders "cleared the corporate calendar" to provide everyone with this unique training opportunity.

Throughout the week, I was reminded that people are our number one asset. We were left with the following thoughts:

Work as one. As we work together, we are reminded that everything we do impacts others. Take time to learn what others do and reflect on how your responsibilities impact their success.

Value diversity. Diversity comes in many forms. Use these to the benefit of all. As Governor Locke said recently, "You reflect the very best in state government...and appreciate that one size does not fit all."

Focus on positives. Human nature tends to dwell on what went wrong and on laying blame. Instead, we should step back and analyze what went well and what we learned.

There is a positive to every negative; all provide opportunities for growth.

Provide constructive feedback.

People learn from constructive feedback and effective communication. These provide options and recommendations.

Hire the right people. Match the right person with the responsibilities of the job. Technical expertise is only one piece of a hiring decision. Attitude is also essential. Hire the best and then get out of their way!

Invest in the future. When budget constraints are imposed, training is generally the first to go. Always seek alternatives that provide training opportunities.

Empower employees. State a clear vision of what needs to be done, then allow staff to own the project and be accountable. You will be amazed by the results.

Be willing to "let go." Giving up non-essential or low-impact tasks will provide more time for new added-value responsibilities.

I will close my remarks with a quote from Governor Locke:

"Though the best ideas often meet roadblocks, don't give up. I depend on YOU to make this government change and succeed. Don't be afraid to take risks, our role in defining the direction of state government has never been more important."

-Governor Gary Locke,
2001 Leadership Conference

Projecting into the Future!

(continued from page 1)

Users will have an opportunity to explore the look and feel of the new system in March 2002, during the customer prototype evaluation. Customers will be encouraged to provide feedback prior to actual production.

Some anticipated features of SPS include:

- Look and feel similar to the Budget Development System (BDS),
- 5 different HRISD Extract types (full extract, only filled positions, funding information update, employee update, and new records as of a specific date),
- On-screen list of position records in a position file with filtering and sorting capabilities,
- Automatic check of B6 totals to BDS version,
- Link between projection and BDS decision package, and
- Reports viewed on-line prior to sending to the printer.

We are very excited about the direction we are able to take SPS and look forward to sharing more of our design vision at future SPS customer group meetings.

Please contact Vicki Rummig at Vicki.Rummig@ofm.wa.gov / (360) 725-5268 if you would like to be included in customer discussions for SPS.

Looking for Training?



We now have a **new phone number** for our Training Line: (360) 725-5280 and a new FAX Number: (360) 586-3964.

In addition to new numbers, we are in the process of improving our registration system. Stay tuned for future changes simplifying the registration system!

Visit us at www.ofm.wa.gov/training.htm to view our training catalog and for a complete list of classes for the current quarter.

New Building, New Contacts

OFM has moved part of its operation into the IBM building located at: 410 11th Ave SE. The BASS team moved the first part of July and has recently been joined by Personal Service Contracts and Washington Commission for National and Community Services.

The new mailstop for the IBM building is 43115. Phone numbers for Washington Commission for National and Community Services will remain the same. However, numbers for BASS and Personal Service Contracts have changed as a result of the move.

New phone numbers for the BASS team:

| | |
|-----------------|----------|
| BASS Help Line | 725-5278 |
| Reception | 725-5255 |
| Kent Andrus | 725-5266 |
| Ron Carignan | 725-5261 |
| Tom Heichelbech | 725-5269 |
| Erik Larson | 725-5281 |
| Edna Murphy | 725-5256 |
| Mai-Loan Nguyen | 725-5267 |
| Sharon Novak | 725-5270 |
| Art Overman | 725-5271 |
| Cynthia Roach | 725-5274 |
| Vicki Rummig | 725-5268 |
| Allen Schmidt | 725-5272 |
| Sue Wang | 725-5277 |

New phone numbers for Personal Service Contracts:

| | |
|------------------|----------|
| Susan Johnsen | 725-5258 |
| Laura Nelson | 725-5259 |
| Diana Petersen | 725-5262 |
| John Toohey | 725-5260 |
| Diana Vanderhoof | 725-5257 |

Please stop by next time you are in the area.

Who's New?

in Accounting

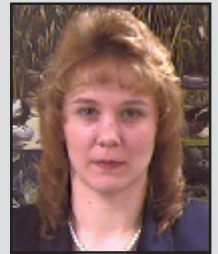


Kent Andrus joined OFM on August 6, 2001, as an Information Technology Application Specialist with the Statewide Financial Systems Budget and Allotment Support System (BASS) team. He will initially work on enhancements to the BASS Capital Budgeting System. Prior to joining OFM, Kent worked for 14 years with the Department of Revenue (DOR) in the Information Services division.

On the personal side, Kent enjoys spending time with his family. Most of his spare time is spent coaching his children's sports teams in volleyball, fastpitch baseball, and track and field. He is currently a volleyball coach at Washington Middle School. Kent can be reached at Kent.Andrus@ofm.wa.gov / (360) 725-5266.

Billiejo Gall joined Statewide Financial Systems on September 4, 2001, as an Office Assistant Senior. She transferred from Department of Ecology where she was most recently the secretary for the SW Regional Office Shorelands and Environmental Assistants Program. She has worked with many agencies within state government over the past 15 years.

Billiejo is newly married to Sgt. Daniel Scott Gall and lives in the Olympia area with their 4 children. She enjoys spending time with her family, children's sports, genealogy, computers, and the great outdoors. Billiejo can be reached at Billiejo.Gall@ofm.wa.gov / (360) 664-7653.



Duane Gallaher joined the Mainframe/AFRS team in Statewide Financial Systems in August 2001, as a software tester. He has been with the state for about 15 years doing software analysis and testing.

When not restoring or rebuilding his collection of cars, Duane plays bass guitar with the "Get Back Band". His wife, Joanne, works at HRISD. They have dogs and cats. Duane can be reached at Duane.Gallaher@ofm.wa.gov / (360) 664-7782.

Tom Gigstead joined the Travel Voucher System (TVS) Team on August 13, 2001, as a web developer for the Travel Voucher System. Tom gained his development expertise in private industry. Before going back to school to earn his BS in Computer Science from Central Washington University, he worked for the Department of Corrections doing purchasing.

Tom and his family live in his hometown of Elma. His wife Vikki is an accountant with the State Investment Board. Tom may be contacted at Tom.Gigstead@ofm.wa.gov / (360) 664-7759 or the TVS Help Line (360) 971-1049.



Jimmy Gee joined OFM on September 1, 2001 as a Financial Consultant. During his 4-6 month assignment, he will receive financial management training and exposure to public sector accounting methods. This training program was established to expand the financial management candidate pool. He comes to us with extensive private sector financial management experience. He served 21 years as a Finance Manager at Boeing prior to retiring. Most recently he has been working at Emergency Management Services within the Military Department.

Jimmy lives with his family in the Tacoma area. He has six children and enjoys boating and traveling. Jimmy can be reached at Jimmy.Gee@ofm.wa.gov / (360) 664-7740.

Chip Halsey joined OFM on July 30, 2001, as the Report Developer for the Financial Reporting Improvement Project. He will be working to establish a new reporting system and writing fiscal and budget reports for DSHS staff. Chip comes from Denver, Colorado, where he worked as a programmer for the past 15 years, mostly in the Insurance Industry. He created programs that automated claims workflow tasks for the Benefit Payments department and an intranet facility of provider directories that was used by sales team members around the country. He also was a department leader for the development of standards group.

Chip enjoys chess, volleyball and mountain biking. He can be reached at Chip.Halsey@ofm.wa.gov / (360) 664-7776.



Who's New?

in Accounting

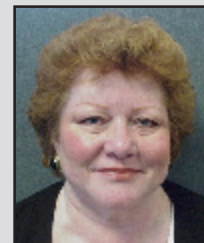


John Lindberg joined the Financial Reporting Improvement Project (FRIP) as a software tester in August 2001. John has spent time in the military and more recently worked at the Office of Community Development. John is a chemist, an economist, and most recently became certified as a Software Tester.

John is an avid reader and enjoys golf. His wife, Tristan Wise, works in the Budget Division within OFM. John can be reached at John.Lindberg@ofm.wa.gov / (360) 664-7784.

Linda Lougheed joined the Statewide Financial Systems group on August 2001. Linda will be helping transition DSHS' Cost Allocation System (CAS) to OFM. This task is being done in conjunction with the Financial Reporting Improvement Project (FRIP). Linda comes to us with a great deal of knowledge concerning the technologies supporting CAS. We are looking forward to her help on this important project.

Linda can be reached at Linda.Lougheed@ofm.wa.gov / (360) 664-7781.

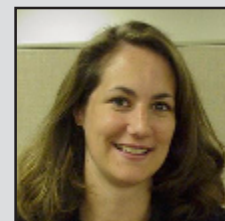


Charles Messer joined Small Agency Client Services (SACS) on September 1, 2001 as a fiscal tech. He is employed part-time for two state agencies, OFM and Department of Health. He works at Department of Health in the mornings and OFM in the afternoons.

Charles has three sons: a 3 year old and 17-month old twins. He enjoys spending time with his family, changing diapers, yard work, changing diapers, shopping, and changing more diapers. Charles can be reached at Charles.Messer@ofm.wa.gov / (360) 664-7665.

Cynthia Roach joined the Budget Allotment and Support Systems (BASS) team as a tester. She comes to us from the Auditors office. During the past few years she 'fell into' the software testing/ user acceptance role and liked it.

Cynthia attends The Evergreen State College part-time. She enjoys sports and spending time with her son, Steven. Cynthia can be reached at Cynthia.Roach@ofm.wa.gov / (360) 725-5274.



Betty Robertson joined OFM on August 27, 2001 as an Office Assistant Senior. She started her career at Association of Washington Business as a Governmental Affairs Administrative Assistant. After a few years of secretarial experience in the legislative arena, she took time off to raise her family. Her most recent experience was for Department of Retirement Systems and DSHS.

Betty enjoys the outdoors and spending time with her children: Nicole, age 13 and Joshua, age 5. Betty can be reached at Betty.Robertson@ofm.wa.gov / (360) 664-7763.

Doug Selix joined OFM on July 30, 2001, as the Financial Reporting Improvement Project (FRIP) Manager. Doug will be working with DSHS to implement two phases of FRIP: 1) Integration of Cost Allocation System into AFRS and 2) Development of a new Financial Reporting Improvement System for management, fiscal, budget and program staff. Before coming to OFM, Doug worked for Weyerhaeuser as a Project Manager to upgrade production management systems at 9 plants. Doug's experience includes: network design work, software development and systems analysis.

Doug completed his Project Management Certification this year at the University of Washington and teaches weekend courses at City University. He has a love of the sea and dreams of a quiet ride in his own sail boat. Doug can be reached at Doug.Selix@ofm.wa.gov / (360) 664-7783.



FASTRACK Prepares Release 7

FASTRACK Team continues to work diligently to complete Release 7. Over the last several months, we've completed the database restructure and new Query Builder Procedure (behind-the-scenes) changes and promoted several new reports and features. The remaining features/reports development work for Release 7 is currently being tested.

In addition, the team is analyzing the best approach to deliver the most value to the customers for the next release. We are looking into a potential upgrade to our software to the 7.5 version as well as upgrades to our servers to be compatible with Windows 2000/SQL 2000/IIS-5.

This may give more stability to the application and provide other potential benefits such as: faster report generation, PDF format (a more universally accessible file format), and multiple coding selection for the majority of the parameters. More information will be available to the customers as we complete our analysis.

We will continue to move forward with our new releases even though we have lost two valuable team members, Rick Castro and Jane Chapman. Both Rick and Jane were an integral part of the team and will be an asset in their new roles within OFM.

We have started our recruiting process and we anticipate filling these positions by early October.

For more information or questions, please contact Muoi Nguy at Muoi.Nguy@ofm.wa.gov / (360) 664-7699 or the FASTRACK Help Line at (360) 664-7737.

IRS Fall Training Schedule

The Internal Revenue Service (IRS) training schedule for Fall Quarter has been set for the following dates/locations:

| Date | Title | Location |
|-----------------|---|--------------------------------|
| October 10 | Forms 1098/1099 Reporting and Backup Withholding | Olympia |
| October 30 & 31 | Taxable Fringe Benefits* (General Government Agencies) | Tacoma Community College |
| November 27 | Federal/State Employer Tax Procedures | Olympia |

We have not been able to obtain a training date for the Independent Contractor vs Employee class at this time.

Questions regarding course content should be directed to Millie Lund at Millie.Lund@ofm.wa.gov / (360) 664-7678.

**This course is a two-day session with travel issues presented on the first day (8:30 am – 4 pm) and non-travel issues presented on the second day (8 am – noon). Registration information is on the OFM website at www.ofm.wa.gov/training.htm. Contact OFM's Training Line at (360) 725- 5280 if additional enrollment assistance is needed.*

Financial Management Advisory Council (FMAC) invites you to attend:

STATEWIDE SYSTEMS: THE NEXT GENERATION

**October 9, 2001
7:30am - Noon
L&I Building**

*Includes a facilitated panel discussion on
the future direction of Statewide Systems.*

For more information and to register, call or e-mail:

Wendy Jarrett
Phone: (360) 664-7675
Wendy.Jarrett@ofm.wa.gov



Who's Moved?

in Accounting

Just like major league managers shuffling their lineups, Statewide Financial Systems has done some re-aligning. Two valued members of the FASTRACK Team have moved to Product Manager positions. Congratulations Rick & Jane!



Rick Castro joined DSHS Cost Allocation Project team as Product Manager. Rick was formerly a combination developer and product manager with the FASTRACK team.

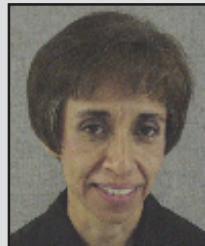
His skills and multiple years of experience with AFRS, ADDS and FASTRACK will be essential to our success on a large, complex undertaking like the DSHS Cost Allocation project.

Rick has physically moved about thirty feet down the hall in the Point Plaza Building, 2nd floor. He can be reached at Rick.Castro@ofm.wa.gov / (360) 664-7685.

Jane Chapman joined the OFM/DSHS Financial Reporting Improvement Project (FRIP) Team as the Reporting Product Manager. Jane was the tester for FASTRACK and Accounts Receivable System.

Her knowledge and experience in accounting and the statewide financial systems will add to the success of working to move DSHS' current financial reporting system into our FASTRACK reporting model.

Jane, an avid Mariners fan, is also an active member of the Fun Committee where she contributes in many events and fund-raising activities for the Adopt-A-Family. Jane is located at the Point Plaza building, 2nd floor, FRIP Corner. She can be reached at Jane.Chapman@ofm.wa.gov / (360) 664-7717.



Muoi Nguy has recently been promoted to Senior Product Manager for Enterprise Reporting. In her new position, Muoi is responsible for assuring that the Enterprise Reporting products, services and support provided by the Statewide Financial Systems group meet customer and stakeholder needs.

This includes FASTRACK, ADDS, CD's and the new DSHS reporting system. OFM is committed to continued improvements and innovations in financial and managerial reporting.

In addition to her formal duties, Muoi is an active member of OFM's Fun Committee and can generally be found helping out on any of our activities. She can be reached at Muoi.Nguy@ofm.wa.gov / (360) 664-7699.

Travel Policy Changes

We have revised **Chapter 10: Travel** of the *State Administrative and Accounting Manual* (SAAM), effective October 1, 2001.

The major change is the adoption of the annual update to lodging and subsistence rates by the Federal General Services Administration (GSA).

These rates are incorporated into state travel policy at SAAM 10.10.90 via reference to the GSA web site www.gsa.gov/travel.htm.

Other changes include the addition of examples, reference to a helpful web site, and clarification of verbiage.

Each section of Chapter 10 that was updated reflects a "last revised date" of October 1, 2001.

Be sure to review each of these sections for changes that may impact your agency.

If you have questions about the policy, please contact Andrea Brown at Andrea.Brown@ofm.wa.gov / (360) 664-7773 or the accounting consultant assigned to your agency.

For the complete text of the travel policy, refer to www.ofm.wa.gov/policies.htm.

